



Manager's Report

For Council Meeting 12/10/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
A B C Construction	150 Meadows Lane NE	Labor Services
Best of Show	209 E Market St	Retail – Antiques
Blade	105 Cagney Ter SE	Snow Removal
Body Dynamics	309 N King St	Therapeutic Massage
Century Commercial Photography	10 Wilson Ave NW	Photography
Darr, Joshua	1508 Tecumseh Ter NE	Computer Consulting
Home Inspections by JP, LLC	303 Ayrlee Ave NW	Home Inspection
Piccolo	112-F South St SE	Art Gallery
Pinnacle Computing Solutions	352 Stableview Ter NE	Computer Consulting
Pizza Boli (new owner)	9-D Catoctin Cr SE	Restaurant
Wil-Scapes	127-E Ft Evans Rd SE	Landscaping

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period November 23 through December 6, 2002

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
None		

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Rebekah Pathirana	Paralegal	Town Attorney
Janet Smith	Administrative Associate II	Police

PLANNING AND ZONING

Managers Report <u>Division of Current Planning Activity</u>			
Plans accepted for review during the period of: November 20, 2002 to December 3, 2002			
Project Name	Project Type	Submission Number	Proposal Description
Stratford Ryland, Landbay "E" (MF)	Easement Plat	3 rd	Revisions to certain utility easements
Roncaglione (29 Sycolin Road) Office Building	Sketch Plan	1 st	Construction of an office building
Star Pontiac GMC	Boundary Line Adjustment	1 st	Relocate a boundary line to accommodate automotive dealership expansion/construction
Stratford Ryland, Landbay "E" (MF)	Final Development Plan	4 th	Construction of 300 multifamily units
Star Pontiac GMC Storm Sewer	Preliminary/Final Development Plan Authorization	2 nd	Relocation of a storm sewer to accommodate automotive dealership expansion/construction
Jafari (40 Sycolin Road) Office Building	Preliminary/Final Development Plan Authorization	2 nd	Construction of an office building
Loudoun County Adult Detention Facility	Loudoun County Referral	1 st	Construction of a new jail facility to replace the existing jail downtown
Loudoun County Sport & Health Club	Easement Plat & Deed	1 st	Minor easement revision to accommodate required minor public utility relocation
Glen Fiddich House (206 Wirt Street)	Sketch Plan	2 nd	Accessory structure addition
Plans reviewed during the period of: November 20, 2002 to December 3, 2002			
Project Name	Project Type	Submission Number	Proposal Description
Bredimus Office Building	Preliminary/Final Development Plan Authorization	1 st	Construction of an office building
Stratford Ryland, Landbay "E" (MF)	Easement Plat	3 rd	Utility easement revisions to accommodate 300 multifamily residential units
Tollhouse Center Office Building	Preliminary/Final Development Plan Authorization	1 st	Construction of a 7,980 square foot office building
Patriot Office Park	Preliminary/Final Development Plan Authorization	1 st	Construction of nine office buildings totaling approximately 90,000 square feet
Loudoun County Sport & Health Club	Easement Plat & Deed	1 st	Minor easement revision to accommodate required minor public utility relocation
Leesburg Station Carwash	Preliminary/Final Development Plan Authorization	2 nd	Construction of a 9,027 square foot automobile detailing building and 5,288 square foot automatic carwash building
Fort Evans Shopping Center, Phase 2 (AKA Battlefield Marketplace)	Final Development Plan	1 st	Construction of square feet of retail commercial uses
Roncaglione (29 Sycolin Road) Office Building	Sketch Plan	1 st	Construction of an office building

Star Pontiac GMC Storm Sewer	Preliminary/Final Development Plan Authorization	2 nd	Relocation of a storm sewer to accommodate automotive dealership expansion/construction
Jafari (40 Sycolin Road) Office Building	Preliminary/Final Development Plan Authorization	2 nd	Construction of an office building
France Reid Elementary & Smarts Mill Middle School-Drainage Easement	Easement Plat	2 nd	Easements necessary to accommodate the construction of two public schools and related improvements
France Reid Elementary & Smarts Mill Middle School-Trail Easement	Easement Plat	2 nd	Easements necessary to accommodate the construction of two public schools and related improvements
Harvest Square, Lot 1 & 2	Preliminary/Final Development Plan	2 nd	Construction of additional parking/automotive dealership display area

COMPREHENSIVE PLANNING

Special Exceptions

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Town Council voted to approve this application, with conditions, on November 26, 2002.

SE 2002-03: Catocin Circle First Citizens Bank – The application is for a bank with 4 drive-thru lanes. The Town Council voted to approve this application, with conditions, on November 26, 2002.

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and child care center area. This application is tentatively scheduled for a Planning Commission preview at the January 16, 2003 meeting.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled, however, staff is to report to the Town Council December 10th regarding this application's status.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission was scheduled for September 5, 2002 but the applicant is making revisions and has chosen to postpone this preview until a date yet unknown.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). A preview before the Planning Commission is tentatively scheduled for November 21st and a public hearing is scheduled for December 5th.

ZONING PERMITS ISSUED 02-1538-1566

Zoning Permits Issued Residential

Stratford 1 Duplex @ \$80,000

Kincaid Forest 6 SFA @ \$85,000

Potomac Station 2 SFD @ \$105,000

Zoning Permits Issued Commercial

22 West Market Street –Interior Fit in Office

Occupancy Permits Issued Residential

Potomac Crossing 2 SFD

Edwards Landing 8 SFA 6 SFD

Kincaid Forest 3 SFD 1 SFA

Tavistock Farm 1 SFA

WATER & SEWER ADMINISTRATION

Capital Projects Update

- Sewer System Improvements – Contractor has finished all work on Cardinal Park Drive, Catoctin Circle, Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and King Street. Church Street portion is nearing completion, leaving Cherry Lane as the final portion for completion.
- During this period, five plans were reviewed for development within the service area. In addition, three requests were processed for water and sewer modeling.
- Contacts have been initiated with property owners for the proposed water storage tanks, which should lead the way for property acquisition.
- Installation of radio read antenna system has begun with 8 of 14 sites completed. We are waiting on the school board approval of the final six sites.

WATER SUPPLY DIVISION

Capital Projects Update

The Security System for the Water Treatment Plant is nearing completion

UTILITY LINES DIVISION

Training

Held building safety training at shop (Book #11).

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance

- bush hogging.

Training:

- Completed annual large meter testing.
- Mike Cummings, Stephanie Boylan and Herb Gallahan attended customer service meeting at Town Hall.

Summary Programs

New connections to town utility system: 78

Total number of water leak repairs: 6

Responded to 923 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of December 6, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
Econ Dev	1	Admin Associate II	3/9/01	√	√	<i>On hold</i>			
Eng & PW	1	Maintenance Worker I	10/22/02	√	√	√	√		
	1	Maintenance Worker I	10/31/02						
	1	Maintenance Worker II	6/20/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√				
P&Z	2	Senior Planner	7/1/02	√	√				
	2	Planner	7/1/02	√	√				
Police	3	Police Officer	7/1/02	√	√	√	√		
	1	Police Officer	8/9/02	√	√				
	1	Police Officer	9/13/02	√	√				
	2	Police Lieutenant	11/13/02	<i>internal</i>	√				
	1	Admin Assoc II	12/1/02						
Util Admin	1	Senior Engineer	7/1/02	<i>On hold</i>					
Util Lines	1	Inspector	7/30/02	√	√	√	√		
Water	1	Utility Operator	10/1/02	√	√	√	√	√	
Wastewater	1	Operator or Trainee	11/1/02	√	√				
<u>TOTAL</u>	21								

R.S. Noe